

NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH

Institution Deemed to be University, under Distinct Category, A Centrally Funded Technical Institute
Ministry of Education, Government of India,
Taramani, Chennai - 600 113.



Date: 19-11-2024

TYPING TEST EVALUATION (PHASE I) FOR JUNIOR SECRETARIAT ASSISTANT (SC-1 & EWS -1) NOTIFIED VIDE Ad No: 03/2024-25 dt.14.09.2024

Candidates appearing for the Typing Test (Phase I) on 24-11-2024 for the recruitment exam for the post of JSA are advised to make note of the following instructions.

Ensure the below settings are in place before starting the test

1. Font: Times New Roman Font Size: 14
2. Alignment: Left
3. Line space: 1.5
4. Paragraph Spacing: No

Full Mistakes:

1. Omission of a word / figure
2. Repetition of a word / figure
3. Substitution of a wrong word / figure
4. Addition of a word / figure (not found in the passage)
5. Spelling Errors
6. Transposition Errors: Where the words are transposed e.g. the words "I read" typed as "read I"
7. Incomplete Words. (Example. typing "Gover" instead of "Government")
8. Omission of words or lines. (5 keystrokes = 1 word i.e., 1 Full Mistake)

Half mistakes:

1. Spacing Error: Where a single space is not provided between two words.
 - a) Example: Typing "Iam" instead of "I am"
 - b) Extra space between words (Example. Typing "Be Still" instead of "Be still")
2. Wrong Capitalisation: Typing of capital letters for small letters or vice versa.
3. Punctuation Errors: Where the punctuation mark is omitted or added or substituted by another.

Note:

1. After full stop leaving one space or two spaces will not be treated as a mistake. But no space or more than two spaces will be treated as HALF MISTAKE.
2. Any corrections on the test paper by the candidate using either a pen or a pencil shall be marked as one FULL MISTAKE.

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DIRECTOR